

AGREEMENT

THIS CONTRACT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **LOUISVILLE FREE PUBLIC LIBRARY** herein referred to as "**METRO GOVERNMENT**", and **NUBRO, INC.**, d/b/a **BRODART CO.** with offices located at 500 Arch Street, Williamsport, Pennsylvania 17701, herein referred to as "**CONTRACTOR**",

WITNESSETH:

WHEREAS, the Metro Government requires a source for the supply of books and other library materials; and

WHEREAS, the Metro Government let a Request for Proposals for the purchase of such goods and Contractor submitted a responsive and responsible offer to supply them; and

WHEREAS, the Contractor has been determined by the Metro Government to have the necessary experience, expertise and qualifications to provide those supplies,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

I. SCOPE OF SERVICES

A. The Contractor shall perform the services described in Attachment A attached hereto and fully incorporated herein. Attachment A consists of Request for Proposal ("RFP") Number 1081 published by the Metro Government on September 18, 2006 and Contractor's response to that RFP ("Response"). In the event of a conflict between this Agreement and the RFP or the Response, this Agreement shall govern. In the event of a conflict between the RFP and the Response, the RFP shall govern.

II. FEES AND COMPENSATION

A. Contractor shall be reimbursed as described in Attachment A. Total compensation payable to Contractor shall not exceed **THREE HUNDRED THOUSAND DOLLARS (\$300,000.00)**. This Agreement has no guarantee for a minimum number of orders.

III. DURATION

A. This Agreement shall begin November 15, 2007 and shall continue through and including November 14, 2008.

B. In the event that, during the term of this Agreement, the Metro Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to Consultant of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

IV. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto.

V. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

VI. SEVERABILITY

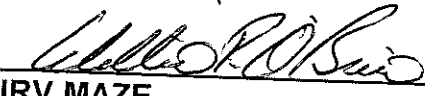
If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

VII. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND
LEGALITY:


IRV MAZE
JEFFERSON COUNTY ATTORNEY

LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT


CRAIG BUTHOD, DIRECTOR
LOUISVILLE FREE PUBLIC LIBRARY

Date: 10/24/07

Date: 10/25/07

NUBRO, INC. d/b/a BRODART CO.

By: Jamaneh Patterson

Title: Proposal & Bid Manager

Date: Oct. 17, 2007

Taxpayer Identification No.
(TIN): _____

Louisville/Jefferson County
Revenue Commission Account
No.: _____

Library - Contract with Nubro Inc dba Brodart Co for Books and Library Materials Fiscal Year 2007-2008 092107 - [pr]
Nubro Inc dba Brodart Co for Library FY2007-08 Agmt. ROC bkn, pr Draft 1.doc

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ATTACHMENT A



ATTACHMENT A

REQUIREMENTS

EXPERIENCE

Brodart prides itself on providing innovative solutions to the library marketplace. Not surprisingly, it was innovation that gave birth to the company. As a young Columbia University student, Arthur Brody studied architectural photography. Looking for something to protect his books, he washed the emulsion off a roll of film and folded it around some books for added protection. It didn't take long for the covers to grow in popularity among fellow students and the plastic book jacket cover was officially born. Today plastic covers are used to protect the original paper dust jackets of library books giving them a longer shelf life and increasing their circulation. This pre-World War II innovation, in turn, gave birth to the Brodart Co.

Innovation has continued as the hallmark of Brodart. From the development of book leasing with the McNaughton Book Services program to offering shelf-ready materials in English and Spanish, Brodart has been a trail blazer in meeting the needs of librarians. For nearly seven decades, libraries have been able to turn to Brodart for solutions to all their needs. A company with an international presence, we serve libraries from Maine to Hawaii and from Canada to the emerging nations of the Pacific Rim. While one of the world's largest suppliers of adult and juvenile books to libraries, we also offer the library marketplace a wide range of products and services. Our core services include customized cataloging, specialty physical processing, collection development tools, electronic ordering and book fulfillment. A true library services company, Brodart's primary business focus is libraries, serving schools, public library systems, universities, and the federal government. We do not supply books and materials to the retail market.

Because we have all our resources centralized in one location we can efficiently and effectively process, fill and ship orders. Our state-of-the-art fulfillment system ensures rapid turnaround time for all back-ordered titles. Brodart facilities are located in Williamsport, Pennsylvania and annually manage over 265,000 titles representing in excess of 5 million volumes. Meeting the ever expanding needs of the 21st century library is a challenge we take very seriously. As a result, we have established, and continue to develop, business relationships with more than 35,000 publishers, including small and academic presses. To meet the diverse needs of today's multicultural society we currently offer approximately 30,000 Spanish language titles from more than 600 publishers, both domestic and off-shore.

Brodart pioneered commercial cataloging and processing services for libraries in 1958, branching into collection development products and services in 1982. Brodart's Compleat Book-Serv has provided opening day collection services and customized ongoing ordering for over 300 public libraries throughout the United States since 1985. Our system interfaces seamlessly with your ILS for all your collection development, acquisitions, cataloging and item record requirements.

We currently provide many public libraries with an array of specialized Collection Development services for both ongoing and opening day collection needs. Many of our Collection Development products such as TIPS, FASTips, Collection Builder and vendor selection services are industry leaders. In many instances these products are available in either print or electronic formats. As a leader in online collection development services, Brodart's Bibz.com web product is available free to all Brodart customers.

Compleat Book-Serv, our customized cataloging and processing service, offers an endless array of services from a simple unprocessed book to a completely shelf-ready book for all classifications of materials. We can provide cataloging services in either the online or batch environments successfully and can prioritize your accounts to ensure appropriate service levels for each type of material.

Our staff has extensive experience in planning, organizing and delivering materials for your ongoing needs, as well as all types of projects. Projects have ranged from 5,000 books to collections of over 125,000 books, DVD, CD and spoken word audio tapes/CDs. We reserve 30% of our production capacity for opening day collections.

In 2004, Brodart introduced *Brodart Español*, our Spanish language product line. For over 40 years, Brodart has provided Spanish language materials from US based publishers to the school and public library market. With the introduction of *Brodart Español*, we now offer a truly worldwide collection, with selections from 16 countries, 300 US based publishers and 300 offshore publishers. From this remarkable resource, we provide fully cataloged and processed materials for the diverse patrons served by your library.

Brodart is currently undergoing a multi-million dollar upgrade of its information technology system. When launched, this upgrade will enhance all customer-facing online applications. This capability will give our clients the opportunity to perform online ordering for all products and services, real-time searches, customer service tracking, as well as a variety of other applications. Our goal is to remain the industry's premier provider of library services.

Brodart offers a dedicated team of personnel all of whom provide top-quality customer support. It is our goal to build a partnership with each library and gain a comprehensive understanding of each of their needs. We welcome the opportunity to form a partnership with the Louisville Free Public Library.

REFERENCES

Toledo-Lucas County Public Library
325 Michigan Street
Toledo, OH 43604
Pat Lora
(419) 259-5262

Indianapolis-Marion County Public Library
PO Box 211
Indianapolis, IN 46206
George Flexman
(317) 275-4716

Frederick County Public Libraries
110 E Patrick Street
Frederick, MD 21701
Darrell Batson
(301) 631-1613

PERSONNEL AND SERVICES

If Brodart is awarded this contract, we will assign a Customer Care Associate to handle your account. This individual will be the library's internal contact at Brodart for issues with orders, deliveries, claims, invoices, credits, cancellations, rush orders, and assisting the Louisville Free Public Library with supplementary services such as cataloging and processing. Your Customer Care Associate may easily be reached by calling our toll-free number (800) 233-8467 or at their personal electronic mail address.

Brodart's collection development staff is available to assist the Louisville Free Public Library with selection lists for your ongoing selection needs as well as special projects such as building specialty or new collections. Our staff can be reached via email at coldev@brodart.com or by phone at (800) 233-8467.

INVENTORY

Brodart's single inventory location in Williamsport, Pennsylvania enables us to quickly and efficiently fill orders. Our facility manages over 265,000 titles and 5 million volumes annually, and deals with more than 35,000 publishers, including small and academic presses. Our inventory and purchasing profiles are based on the library market. We do not supply books to the retail market.

a. Quantity of titles:

1. adult trade hardbacks and trade paperbacks	100,926
2. mass market paperback	12,066
3. juvenile trade reinforced bindings hardbacks and/or trade papers	38,859
4. juvenile mass market paperbacks	8,567

b. Total quantity of copies:

Brodart's inventory includes more than 1.6 million volumes. All orders are shipped from our single warehouse.

TYPES OF MATERIALS TO BE SUPPLIED

Brodart will supply the Louisville Free Public Library with trade books, paperbacks, university press books, mass market paperbacks and juvenile books with reinforced bindings. The discounts being offered are indicated below:

Adult:	Trade hardbacks	45%
	Trade Paperbacks	40%
	Short discount books	12%*
	Mass market paperbacks	40%
Juvenile:	Trade hardbacks	45%
	Reinforced bindings – Single Editions	40%
	- Publisher's Library Binding	20%
	Short discount books	12%*

Trade paperbacks	40%
Mass market paperbacks	40%

*Hardback and paperback titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the short discount or invoiced at the publisher's list price plus a service charge of \$3.95.

Providing an estimated average discount that a library may receive overall is quite difficult; each library's ordering mix is different therefore each average discount being received overall is different.

VENDOR-SUPPLIED PROCESSING

The Louisville Free Public Library can select the classification and cataloging specifications that best meets your requirements. Options available include Dewey and Library of Congress classifications with Sears, Library of Congress or Library of Congress Children's subject headings. Multiple processing options are also available and include everything from loose components to fully cataloged custom shelf ready materials.

Automated Circ-Serv Cataloging

Brodart's Circ-Serv (automated cataloging) will provide your library with full level MARC cataloging records as well as an item holding record to be downloaded into your Library Automation System.

The item record may include variable data (will change for each title) such as local call numbers, barcode numbers and current list price as well as fixed data (will remain constant for each title under that account number) including location code and up to five optional fixed data sub-fields. Item records can be mapped to the tag and sub-field required by your integrated library system. You may choose to receive the records via FTP or diskette. Receiving MARC and item records through Circ-Serv is a cost effective and efficient way to expedite item level processing.

Customized Compleat Book-Serv Cataloging

Brodart's material-in-hand cataloging service, Compleat Book-Serv, has provided customized cataloging and technical support services to public libraries since 1985. Brodart's Compleat Book-Serv processing unit is located in our Williamsport, Pennsylvania warehouse. Brodart currently employs over 100 full-time catalogers.

Compleat Book-Serv catalogers, with material-in-hand, will search the library's MARC database to determine if the item can be processed as an added copy or if new cataloging is required. If a match is found, the record is verified against the material-in-hand and the library's existing MARC record is used to print labels and to complete the specified item level processing.

When new cataloging is required, Compleat Book-Serv catalogers will review, modify and upgrade existing cataloging records or provide original MARC cataloging. Creation of bibliographic records is in accordance with the Anglo-American Cataloging Rules, 2nd edition revised (latest update); Library of Congress Subject

headings, latest edition; Dewey Decimal Classification, 22nd edition; and MARC21 specifications unless otherwise specified by the library. While the Library of Congress is the authority for MARC format, your MARC records can be customized with local information including a local call number. Shelf ready processing will be customized following the library's specifications.

Processing Options

Brodart's processing options provide libraries with the industry's most comprehensive and versatile range of physical processing services featuring easy-to-read, laser-printed cataloging components that follow each account's exact specifications.

Brodart's processing options include:

- Mylar jacket (attached or loose) for your books with dust jackets.
- Paperback protection with our exclusive Dura-Guard or Duralam systems.
- Theft detection.
- Presorted catalog cards.
- Customized laser-printed catalog card kits.
- Cataloging components (spine label, pocket, barcodes, etc.) can be attached or sent loose with each book.
- Property identification on your books.
- Book pockets personalized with your library's name.
- Barcode labels.
- Preprinted barcode number on the pocket, shelf list card, and borrower's card.

Call Number/Subject Heading Options:

- Abridged Dewey with Sears or LCAC subject headings.
- Unabridged Dewey with Sears, LC or LCAC subject headings.
- Library of Congress with LC or LCAC subject headings.

All cataloging is performed using AACR2 revised and accompanying Library of Congress Rule Interpretations.

Brodart's catalog card kit includes:

- | | | |
|-----------------|------------------------|-------------------|
| • Book pocket | • Main entry cards (2) | • Borrowers card |
| • Pocket insert | • Title card | • Shelf list card |
| • Subject cards | • Spine label | |

NOTE: Any combination of components is available to meet a library's specific needs. Presorted catalog cards are available with each shipment or consolidated and provided with the final shipment.

Bindery Services

Brodart's **Dura-Guard** and **Duralam™** binding processes give you guaranteed paperback protection that is fast, easy and affordable. Paperbacks ordered through Brodart can easily be reinforced or converted to hard covers using either of our affordable binding techniques. And because Brodart's bindery is in-house, protecting your valuable paperbacks does not delay your initial book order. Your paperbacks are

processed quickly and shipped with the rest of your books, saving you the time and expense of preparing separate purchase orders or receiving separate shipments.

Brodart's **Duralam™** service will stretch your book budget dollars by prolonging the life of your paperback books. The original paper cover is laminated to a heavy binder's board. The book is then rebound with a strong, permanently flexible glue. The result is a book with hard cover durability for a little more than the cost of a paperback.

Dura-Guard, a Kapco® product, enforces the spine of a paperback book and increases circulation durability. A one-piece, heavy-duty clear plastic keeps the cover art attractive and bright.

Both **Dura-Guard** and **Duralam™** processes...

- Are available for paperbacks ordered with or without additional cataloging and processing options.
- Have been perfected over 30 years of successful use.
- Are easy to order—simply indicate on your order the paperbacks you would like to have processed.
- Have no minimum order requirements.
- Feature bindings that are individually handcrafted to ensure quality workmanship.
- Guaranteed to your satisfaction. If you receive a book and the bind quality is unacceptable, you can return the book for replacement as long as the book is available from the publisher.

Pricing for Brodart's cataloging and processing services are available upon request.

MULTIPLE ACCOUNT NUMBERS

Brodart will set up accounts for your library based on your specifications and provide as many accounts as required; invoicing each account separately. You will be permitted to add new accounts, delete old accounts, or change the name and address information. Multiple ship-to accounts will be linked to the appropriate bill-to account. Each ship-to account will include a five-line address and account number. The information will link to related cataloging and processing instructions.

PLACEMENT OF ORDERS

Brodart offers a number of systems and methods for transmitting orders electronically:

- Submit your order directly to Brodart through Bibz.com, Brodart's online ordering tool.
- Another option is to get on-order records, imported from Bibz.com, in a format developed especially for your Polaris system. On-order records can be imported directly into your system with or without the distribution information. On-order records are typically used to create a purchase order in the integrated library system. The purchase order can then be forwarded to Brodart as an EDI business transaction. Orders sent to us as an EDI business transaction can have EDI acknowledgements and EDI invoices outputted to your library. Brodart fully supports X12 or EDIFACT formatted electronic business transactions including purchase orders, order acknowledgements, and invoices.

- Send orders directly to Brodart from your Polaris system.

Your library can also place orders by fax at (800) 999-6799, telephone at (800) 233-8467, catalogs, lists generated by the library or Brodart (including TIPS, Collection Builder etc.), e-mail or mail. There is no minimum order requirement.

As indicated above, orders transmitted electronically as EDI business transactions will receive an electronic acknowledgment stating the status of each item ordered. If the order is not transmitted electronically a paper confirmation is available indicating the status of each item.

STATUS/CANCELLATION REPORTS

Brodart's delivery, backorder and cancellation schedules are very flexible and can be customized to accommodate any library's specifications. Brodart will provide the following reports to assist Louisville Free Public Library with monitoring the status of books.

Packing Slip

A packing slip showing the title, author, Brodart TIN number, quantity shipped, customer purchase order and list price of each book is included in the last carton of every shipment. The carton indicates that a packing slip is enclosed. This packing document shows a control number, which can be matched with a corresponding invoice.

On-Order Title Status Report

Brodart's On-Order Title Status Report will identify, by account number, the status of all titles on order. This report includes the Brodart TIN number, quantity ordered, author, title, customer purchase order number, list price and order date. The On-Order Title Status Report is available weekly, monthly or upon request.

Cancellation Reports

Brodart will notify all libraries of cancellations on a title-by-title basis. The Cancellation Report will include the Brodart TIN number, quantity ordered, author, title, publisher, list price, customer purchase order number, and the reason the title was cancelled. Cancellation reports are available weekly or monthly.

INVOICES

Brodart's invoices are available in duplicate and include the account number, bill-to and ship-to addresses, title, author, ISBN, publisher code, quantity, list price, discount, unit price and extended price, as well as your purchase order number.

RETURNS/CREDITS

Any book received damaged, defective or not as ordered (wrong title supplied, short shipment, etc.) will be replaced or a credit will be issued. If the total retail price is less than \$50.00, simply return the materials

with a copy of your invoice or packing slip, noting the problem, and deduct the amount from the invoice. For returns greater than \$50.00, the library will be supplied with self-credit forms. All contractor errors will be handled in this manner. Requests to return books for any other reason will be handled on an individual basis.

DELIVERY OF ORDERS

A. RUSH orders (vendor processing not required):

A separate rush account can be established for items you designate as high priority. We ask the library to limit orders on your rush account to 20% of your total orders. Materials ordered through your rush account and not requiring processing will be shipped within one day. The library may request rush materials to be sent overnight, however, there is an additional fee for this service.

Brodart realizes the importance of receiving materials in the library on or before the street release date. Our policy is to ship books immediately upon receipt from the publisher. As a result, the library will receive books prior to street date.

B. NON-PROCESSED BOOKS:

Brodart's delivery, backorder and cancellation schedules are very flexible and can be customized to accommodate any library's specifications. It is our standard practice to ship in stock, unprocessed materials within 2 days from receipt of order. Items not in Brodart's inventory will be ordered immediately from the appropriate publisher. Upon receipt of these materials from the publisher, Brodart will ship these items on a weekly basis to Louisville Free Public Library. All books not received within nine weeks will be canceled.

C. VENDOR-PROCESSED BOOKS:

Brodart's delivery, backorder and cancellation schedules are very flexible and can be customized to accommodate any library's specifications. It is our standard practice to ship in stock, processed materials within 2-3 days for Circ-Serv automated cataloging and processing and within 7-10 days for Compleat Book-Serv customized cataloging and processing. Items not in Brodart's inventory will be ordered immediately from the appropriate publisher. Upon receipt of these materials from the publisher, Brodart will catalog, process and ship these items on a weekly basis according to the library's specifications. All books not received within nine weeks will be canceled.

SHIPPING

Shipments are sent via best method (common carrier, USPS or UPS Ground) and designated for inside delivery. All shipments are F.O.B. destination Williamsport, Pennsylvania, **FREE OF CHARGE** to your main library.



ATTACHMENT B

ADDITIONAL SERVICES

COLLECTION DEVELOPMENT SERVICES

Collection Builder Custom Selection Lists

Brodart has identified over 400 recommended bibliographies, review journals, and other sources, and indexed them in our up-to-date title database. This extensive resource enables us to produce custom selection lists for a wide range of collection development needs such as collection building in specific areas, coordinated replacement ordering or planning opening day collections.

- These comprehensive selection lists present the titles in shelf list order for a systematic approach to collection development.
- Each citation on the selection list includes call number, author, title, publisher, date, price, ISBN, binding, descriptors, media, age range, title status, review citations, and the sources which contain the title.
- It is easy to review the titles, make your selections, and mark the orders right on the list.
- To request a selection list, tell us the subject to be covered, age levels, types of bindings, publication dates and other pertinent information. We will provide a profile to walk you through the process.
- Selection lists are produced and delivered to you in two to four weeks. These custom selection lists are provided **free of charge** to active Brodart customers with the understanding that any titles ordered from these lists are to be ordered from Brodart.

TIPS

TIPS (*Title Information Preview Service*) is designed to help a library streamline its ongoing selection process. We identify new titles, gather all pertinent information on those titles, eliminate duplicates and present you with regular lists of new titles to consider for your collection. We do the legwork; you make your selections.

Through TIPS, the library can set up one or more profiles based on the following elements:

- review sources
- subject categories
- publishers
- series
- authors/illustrators
- age levels
- physical formats

These profile elements, chosen specifically to meet the needs of libraries, allow you either to create a profile that mimics your current title identification and list building process OR to explore new approaches to the collection building process. In other words, if you compile lists from multiple journal reviews, we can do that for you. Or, if you would like to expand the number of sources from which you draw titles, we can monitor new titles by publisher, series, author, or illustrator.

- On a regular basis, the library receives lists of new titles meeting its profile. This can be weekly, twice monthly, or monthly and can be done on a pre-publication or a just-published basis. Duplicate titles are eliminated before you receive the lists and can be blocked from list to list.
- Full text reviews from Book Report, Booklist, Bulletin for the Center for Children's Books, Horn Book, Kirkus, KLIATT, Library Journal, Library Talk, Publishers Weekly, School Library Journal, Science Books & Films, and VOYA are offered as an option. Full review citations including date and page number are also available from three other review journals.
- These lists are available in the traditional print formats, as well as electronically via diskette, FTP, or on Bibz.com, Brodart's web-based collection development and acquisitions tool. Files are available in ASCII or MARC format for loading into integrated systems, word-processing software, or electronic ordering software.

TIPS lists are available on a subscription basis to Brodart's Books Division customers. A fee to cover data processing and other costs is set based on the number of profiles, the list format, and review journals. TIPS pricing is available upon request.

Spanish TIPS

Spanish TIPS is a monthly TIPS program for Spanish titles. Brodart's experienced Spanish selectors identify approximately 100-150 titles each month include titles for all ages and in all subjects. Spanish TIPS can be split into two or more separate lists if that is most convenient for your library. Titles come from both U.S. and foreign publishers including publishers from the major Spanish-speaking countries. These titles are fully coded, cataloged and annotated. It is our intent to identify the Spanish titles most valuable to public libraries and present them through the TIPS profiling system. Spanish TIPS pricing is available upon request.

FASTips

Libraries may choose to set up profiles with a FASTips automatic order option. For example, this can be used to automatically order a certain number of copies of future titles from a particular author or to order one or more copies of each title published by a particular publisher. The library provides a purchase order and a quantity (which may vary) and an order is automatically placed for all titles that meet the criteria of the profile. The most common automatic order is by author, using the most popular "must-have" authors in a profile to ensure receipt of their titles. Illustrators can also be used in children's profiles. A series profile is also an option. Titles ordered through this means are firm orders, not approval copies, and may not be returned unless damaged, defective or incorrectly shipped (incorrect book supplied). There is **no charge** for FASTips profiles using the automatic order option.

Bibz.com

Bibz.com is Brodart's **FREE** web-based collection development and acquisitions tool. The name "Bibz" comes from the concept of "building bibliographies online." All of Brodart's custom services (TIPS, FASTips, Collection Builder, McNaughton, and cataloging and processing options) are available through Bibz.com.

Bibz.com is not "just another bibliographic database." It was designed by librarians, for librarians. The search options are library-oriented, as are the title detail screens. Ordering allows grid distribution with quantities by location and ship-to account number. Each library system is set up as a Bibz "family," with an administrator who can oversee the other members and is authorized to transmit orders and FTP files. Within the family structure, however, everyone can share their bibliographies and preorders with functions of viewing, copying, merging and comparing lists.

The Bibz.com database includes information from Brodart's comprehensive title database (almost three million records for English and Spanish books and spoken word audio), plus additional information from LC MARC records, a full text review database, bibliography and review journal indexing, cover images, physical description, and in stock/on order status. This data is updated daily. Therefore a selection list viewed through Bibz.com would have even more information than a printed list. These additional data elements would include cover image, inventory status, true subject headings, an unlimited number of review and source citations, and an unlimited number of full text reviews.

Within Bibz there are four primary functions:

- Simple search
- Custom search
- Bibliography maintenance
- Order management

Simple searching is the quickest way to reach detailed information when you already know a title, an author, or an ISBN or TIN.

Custom searching provides over 30 different library-oriented search fields, which can be combined as desired. Searches can also be saved for later use. The search fields available are:

- Awards and starred reviews
- Sources (published bibliographies)
- Review citations
- Number of reviews
- Reading programs
- Classification-broad, Dewey, or Library of Congress
- Audience-age range or grade levels
- Keyword-title
- Keyword-subject
- Keyword-series
- Keyword-title/series/subject
- Keyword-author
- Keyword-annotation

- Keyword-review
- Subject
- Title
- Author
- Illustrator
- Publisher
- Series
- Publication status
- Publication date
- Binding
- Format
- Descriptor
- Price
- Demand level
- Inventory status

At any time you can choose the entire database or the Juvenile/YA and Adult subsets of the database.

Once you create a search template that works for you, you can save it to use again. You can also save a search with values filled in, so that you can repeat the same search over time.

Search results can be displayed in either brief (one to two lines per title) or expanded (four lines per title) formats. Sort sequence can also be determined before the search or after the results are received (default is title sort).

Once you receive your search results, you can view the title detail, which includes:

- Cover image
- Author
- Illustrator
- Imprint and parent publisher
- Publication date
- Series
- ISBN
- Brodart's TIN number
- Library of Congress Card Number (LCCN)
- Binding
- List price
- Discount code
- Publication status
- Inventory status
- Broad classification
- Dewey classification
- Library of Congress classification
- Age range
- Interest level (grade)

- Format
- Descriptors
- Awards and starred reviews
- Sources (published bibliographies)
- Review citations with journal name, issue date and page number
- Hyperlinks to the full text reviews themselves
- Accelerated Reader Disk and other reading program information
- Subject headings (TIPS, Library of Congress, Library of Congress Annotated Card, Sears)
- Size and pagination

Search results can be saved selectively or in their entirety to named bibliographies. Each user would have his/her own personal bibliographies, but all the users within one system could also view each other's bibliographies through the concept of the library system "family." To further help with the selection process Brodart's Collection Development team, comprised of experienced professional and paraprofessional staff, create and update specialized selection lists available on-line through Bibz.com. These specialized selection lists cover topics such as popular genres, current events, core lists, high demand lists and homework help, among others.

Library staff can add their own local notes to Brodart-built lists or to bibliographies they build themselves. These notes can be viewed by other "family members" using the list or can be used for acquisitions purposes (processing notes, etc.). When printing a bibliography, any local notes that have been added will print.

Bibliographies, once built, can be copied, merged, and compared. Once again, this is not only one's personal bibliographies, but also those of the family. No one can alter another person's bibliography.

Bibliographies can also be converted to preorders, or preorders can be built straight from search results. A preorder is defined as a bibliography that is ready to accept, or has accepted, quantity and location information.

A history file is kept of each submitted order (for those ordering through Bibz) and/or each preorder that is added to history (for those not ordering through Bibz). Users can also check history (duplicate checking) to verify whether they (or another family member) have ordered the title previously.

Bibz can also provide a link to a library's own public catalog, so that with one click on an icon, users can check their library's holdings.

Libraries can place their selections on their own preorders, or all members of a family can select on the same preorder. The latter method allows a grid to be built which (a) allows all the members to see each other's orders, and (b) builds distribution into the record which is sent to Brodart for fulfillment and processing. This grid can include not only agency but also age level (adult, young adult, juvenile) and circulation status (e.g. reference or circulating).

The combination of these fields allows the library to communicate cataloging and processing information to Brodart, so that items can be handled in a very customized manner.

Users who submit orders through Bibz can view an online status report for all submitted orders. After the order has been processed, each title will be reported as Confirmed, Backordered, or Cancelled.

The account set-up process maps specific account numbers, order types, and locations assigned to each user. An administrative user would have access to all the accounts, order types, and locations. Other IDs would have access only to their own ship-to accounts and location. Each user would also be given or denied the ability to transmit the order and request FTP files. In other words, each user can have a different level of authorization for particular functions.

Bibliographies and preorders can be printed, downloaded, or batched for FTP. There are four print options (brief records, expanded records, expanded records with annotations, and expanded records with full text reviews) and four download options (MARC-tagged selection records, full MARC cataloging records when available, a combination of cataloging and selection records, and a comma delimited value file). The FTP process is used for custom MARC files, such as files for integrated library systems and/or files that contain full text reviews. Files for integrated library systems can contain bibliographic records alone or bibliographic records with item level detail provided in a 9XX tag.

Once an order is created on Bibz.com there are several options for ordering. The first is to submit your order directly to Brodart through Bibz.com. Another option is to get on-order records in a format developed especially for Polaris. On-order records can be imported directly into your integrated library system with or without the distribution information. On-order records are typically used to create a purchase order in the ILS. The purchase order can then be forwarded to Brodart as an EDI business transaction. Orders sent to us as an EDI business transaction can have EDI acknowledgements and EDI invoices outputted to your library. And of course any order can be printed and sent to Brodart through traditional means (mail or fax).

SAGEBRUSH BOUND BOOKS

Brodart contracts with Sagebrush Corporation for rebound paperback books. The process of this transformation begins with the original publisher's paperback book. The cover is carefully removed and the image is scanned into a computer and then scanned to a hard cover. The outside cover is laminated with a nylon lamination material for extra protection. Sagebrush does not alter or choose the type of paper used in the rebound books; this is decided by the original publisher of the paperback book. Two end sheets are attached to each Sagebrush rebound book to preserve its pages. Depending on the thickness of the book, the unification is either accomplished by gluing or sewing.

SECTION III

HOLD HARMLESS AND INDEMNIFICATION CLAUSE, AND INSURANCE REQUIREMENTS FOR CONTRACT TO SUPPLY PRODUCTS

I. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Supplier shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Supplier's (or Supplier's subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

II. INSURANCE REQUIREMENTS

Prior to commencing work, Supplier shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040.). **The Supplier must submit a Certificate of Insurance evidencing coverage required below with their bid, prior to being awarded a contract by the Louisville/Jefferson County Metro Government's Department of Purchasing, (who may request review by Louisville/Jefferson County Metro Government's Risk Management Division**

Without limiting Supplier's indemnification requirements, it is agreed that Supplier shall maintain in force at all times during the performance of this agreement the following policy of insurance covering its product and operations.

The insurance to be procured and maintained and **minimum** Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract:

- I. **COMMERCIAL GENERAL LIABILITY**, via the **Occurrence Form**, with a **\$1,000,000** Combined Single Limit for any one Occurrence for Bodily Injury, Personal Injury and Property Damage, including:
 - a. Premises - Operations Coverage
 - b. Products and Completed Operations Coverage
 - c. Contractual Liability

III. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "B+ VI", unless proper financial information relating to the Company is submitted to and approved by the Louisville/Jefferson County Metro Government's Risk Management Division.

IV. MISCELLANEOUS

- A. The Supplier shall procure and maintain insurance policies as described herein and for which the Louisville/Jefferson County Metro Government Department of Purchasing shall be furnished Certificates of Insurance upon the execution of the Contract.
- B. Certificates of Insurance as required above shall be furnished, with your bid to the Louisville/Jefferson County Metro Government, Department of Purchasing, Room 306, Fiscal Court Building, Louisville, Kentucky 40202
- C. Approval of the insurance by the Louisville/Jefferson County Metro Government shall not in any way relieve or decrease the liability of the Supplier hereunder. It is expressly understood that the Louisville/Jefferson County Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Supplier.

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
10/16/07

PRODUCER

WAUSAU SIGNATURE AGENCY
1000 PITTSFORD VICTOR RD
PITTSFORD, NY 14534
585 381-0460

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
 ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
 HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
 ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

BRODART COMPANY
500 ARCH STREET
WILLIAMSPORT, PA 17705

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: **Wausau Business Insurance Company**

26069

INSURER B: **FEDERAL INSURANCE COMPANY**INSURER C: **Wausau Underwriters Insurance Co.**

26042

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TBKY91539313167	01/01/07	01/01/08	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
C		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Drive Other Car	ASJY91539313157 COMP \$250 COLL \$500	01/01/07	01/01/08	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AUTO ONLY: AGG \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	79823848	01/01/07	01/01/08	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$ \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WCJY91539313147	01/01/07	01/01/08	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
EVIDENCE OF INSURANCE.

CERTIFICATE HOLDER

LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT DEPT. OF
PURCHASING
ROOM 306
FISCAL COURT BUILDING
LOUISVILLE, KY 40202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.